



# Staff Directory



# Table of Contents



## Staff Directory

The Staff Selection page (or Directory) is used to retrieve records for staff in State Reporting if you do not know the staff ID. The page is accessed from the staff maintenance pages.

### Search for a staff person:

Enter data in one or more of the following fields:

Field	Description
<b>Last Name</b>	Begin typing the person's last name. As you begin typing the last name, a drop-down list displays staff whose names match the letters you have typed. From the drop-down list you can select the staff person.
<b>First Name</b>	Begin typing the person's first name. As you begin typing the first name, a drop-down list displays staff whose first name matches the characters you have typed. From the drop-down list you can select the staff person.
<b>Sex</b>	Type M or F to limit the search results to male or female staff only.
<b>Texas Unique Staff ID</b>	As you begin typing the staff ID, a drop-down list displays staff whose ID matches the numbers you have typed. From the drop-down list you can select the staff person.

- Click **Search**. The staff who meet the criteria entered are displayed.
- If more staff persons are retrieved than can be displayed on one page, you can [page through the list](#).
  - Click |< to go to the first page of the report.
  - Click < to go back one page.
  - Click >| to go forward one page.
  - Click > to go to the last page of the report.
  - Click **v** to select the page number in the list you want to view.
- Click the staff ID for the person you want to retrieve. The person's information is displayed on the page from which you accessed the directory.
- Click **Cancel** to return to the previous page without selecting a person.



## Back Cover